

NOTICE TO SOLE PROPRIETOR, INDIVIDUAL AND/OR HUSBAND & WIFE BUSINESSES

All persons applying for municipal licensing as Individuals, Sole Proprietors, or Husband & Wife businesses, must provide evidence of their legal right to be in the United States in compliance with A.R.S. 41-1080, also known as the "Legal Arizona Workers Act."

If applying by mail, applicants must submit the eligibility form with the application. Please indicate, by checking the appropriate box, which of the 12 forms of documentation will be provided to verify legal status under federal law. Return the completed eligibility form along with the application, applicable fees and a copy of the documentation showing your legal status.

If applying in person at the Licensing Office, applicants must show one of the 12 types of documentation listed on the eligibility form with the application and applicable fees. The eligibility form will be completed upon presentation of the documentation.

Per State law, the City of Mesa Licensing Office cannot issue a license unless it first receives a copy of one of the specified forms of identification and a signed eligibility form.

*****NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**



LICENSING ELIGIBILITY

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating lawful presence.

*****NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements) NOT accepted: HI, NM, UT, WA Note: a WA "Enhanced" Driver License is acceptable
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport or passport card.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if EITHER:

1. BOTH of the following apply:
 - a. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - b. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

OR

2. ALL of the following apply:
 - a. The individual is a resident of another state.
 - b. The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - c. The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

Signature of applicant

Date

Signature of municipal employee

Date

55 N. Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel
(480) 644-3999 Fax



ANTIQUE, SCRAP METAL & SECOND HAND DEALER INFORMATION SHEET

- Applications are available in the Licensing Office at 55 N. Center Street, Mesa.
- | | |
|--------------------|-----------|
| Application Fee | \$ 100.00 |
| Investigation Fee | \$ 25.00 |
| Licensing Fee | \$ 100.00 |
| Annual Renewal Fee | \$ 100.00 |
| Renewal Late Fee | \$ 20.00 |
- Completed applications must be submitted to the Licensing Office by 5:30 p.m. Monday through Thursday, along with the required fees and the following documentation for the applicant, all officers and directors of a corporation as well as shareholders who own ten percent (10%) or more of the corporation. For any other business entity, all persons who have ten percent (10%) or more ownership in the business.
 - Copy of driver's license or government issued picture ID.
 - License Eligibility Form
 - For adults: Completed fingerprint card. (Suggested place to obtain prints)

Arizona Livescan
456 W. Main St. Ste D, Mesa
Office hours: Monday through Friday 9:00 am – 6:00 pm
Phone (480) 284-8470
- Prior to issuance of your license the application must be approved by the following departments:
 - Building Safety
 - Fire Prevention
 - Police Department (background check on all applicants)
 - Pawnbrokers only: Special Use Permit from Planning & Zoning Department
- Renewal fees must be paid on or before the expiration date of the license.
- If you are engaging in any activity subject to the City's Privilege Taxes, within the boundaries of the City of Mesa, you must apply for a Transaction Privilege Tax (TPT) License.

ALL FEES ARE NON-REFUNDABLE
**INCOMPLETE APPLICATIONS OR THOSE RECEIVED WITHOUT REQUIRED
SUPPLEMENTAL INFORMATION WILL NOT BE PROCESSED.**

55 North Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel (480) 644-3999 Fax
website: www.mesaaz.gov/business/licensing
Office Hours: Monday - Thursday 7:00 a.m. – 6:00 p.m.

Licensing and Application Requirements House Bill 2212

The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.

A.R.S. § 9-834. PROHIBITED ACTS BY MUNICIPALITIES AND EMPLOYEES; ENFORCEMENT; NOTICE

- A. A MUNICIPALITY SHALL NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON A LICENSING REQUIREMENT OR CONDITION THAT IS NOT SPECIFICALLY AUTHORIZED BY STATUTE, RULE, ORDINANCE OR CODE. A GENERAL GRANT OF AUTHORITY DOES NOT CONSTITUTE A BASIS FOR IMPOSING A LICENSING REQUIREMENT OR CONDITION UNLESS THE AUTHORITY SPECIFICALLY AUTHORIZES THE REQUIREMENT OR CONDITION.
- B. UNLESS SPECIFICALLY AUTHORIZED, A MUNICIPALITY SHALL AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND SHALL AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE.
- C. THIS SECTION DOES NOT PROHIBIT MUNICIPAL FLEXIBILITY TO ISSUE LICENSES OR ADOPT ORDINANCES OR CODES.
- D. A MUNICIPALITY SHALL NOT REQUEST OR INITIATE DISCUSSIONS WITH A PERSON ABOUT WAIVING THAT PERSON'S RIGHTS.
- E. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST A MUNICIPALITY. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST A MUNICIPALITY FOR A VIOLATION OF THIS SECTION.
- F. A MUNICIPAL EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE MUNICIPALITY'S ADOPTED PERSONNEL POLICY.
- G. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.
- H. A MUNICIPALITY SHALL PROMINENTLY PRINT THE PROVISIONS OF SUBSECTIONS A, B, C, D, E, F AND G OF THIS SECTION ON ALL LICENSE APPLICATIONS.
- I. THE LICENSING APPLICATION MAY BE IN EITHER PRINT OR ELECTRONIC FORMAT.

**REVENUE COLLECTIONS
OPERATIONS
Licensing Office**
55 North Center
Mesa Arizona 85201
(480) 644-2316



Mailing Address
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-3999 Fax

**Application Fee \$100
License Fee \$100
Investigation Fee \$25 per person
Code 0570**

PLEASE CHECK TYPE OF APPLICATION APPLYING FOR:

☐ **ANTIQUE** ☐ **SCRAP METAL** ☐ **SECONDHAND DEALER'S LICENSE**

Business Name: _____

Business Location: _____
(Street Address) (City) (Zip Code)

Mailing Address: _____
(Street Address) (City) (Zip Code)

Business Telephone #: (____) _____

Applicant's Name: _____

Type of Ownership: Individual () Corporation () Partnership () LLC ()

If Owner is a Corporation or LLC, Name of Corporation / LLC: _____

Corporation / LLC Address: _____

List below the full names and addresses of officers, directors, and any stockholders who **own 10% (ten percent)** or more of the business if a corporation or partnership. **FINGERPRINTS WILL BE REQUIRED FOR THOSE LISTED BELOW:**

Name	Home Address	Percent of Ownership

Do you own or rent the business location? _____

If rented, list landlord name and address: _____

Days and hours of operation: _____

Describe type of merchandise to be handled by the business: _____

APPLICANT'S QUESTIONNAIRE

Name: _____

Home Address: _____
(Street) (City, State, Zip)

Home Telephone # (_____) _____

Have you ever been convicted of a felony involving trafficking in stolen property, fraudulent schemes, forgery, theft, extortion or conspiracy to defraud, or a misdemeanor or felony involving moral turpitude? ☐ Yes ☐ No

Date	Charge	City, State	Disposition

Have you ever been denied an Auctioneer, Pawnbroker, Antique, Scrap Metal or Secondhand Dealer's license before? ☐ Yes ☐ No

(If yes, city, county, state) _____

List ALL residential addresses for past five (5) years, beginning with present address:

From	To	Address	City, State, Zip

REQUIRED INFORMATION:

SOCIAL SECURITY #		COPY OF DRIVER'S LICENSE
DATE OF BIRTH		
SEX (CIRCLE ONE)	MALE FEMALE	
WEIGHT		
HEIGHT		
EYE COLOR		
HAIR COLOR		
US CITIZEN?	YES NO	

CERTIFICATION OF APPLICANT

I hereby give consent to the City of Mesa to investigate my background, including any police records or records of any kind or description. I hereby waive any claim or cause of action regarding the use of my background information or police record that I may have against the City of Mesa or its agents and employees, and against any other individual or agency disclosing or releasing background information to the City of Mesa. I also certify that I am familiar with Mesa City Code Title 5, Chapter 7 provisions governing the Secondhand/Pawnbrokers License.

I hereby certify that all answers and information on this application are true and correct. Any false, misleading or incomplete information constitutes grounds for denial of this license.

Signature of Applicant

Date



TO: ARIZONA LIVESCAN
FROM: CITY OF MESA LICENSING OFFICE
RE: FINGERPRINTS AND BACKGROUND CHECK
DATE:

**LIVESCAN: PLEASE RETURN THE FINGERPRINT CARD TO THE
LICENSEE TO DELIVER TO THE CITY OF MESA.**

Person to be printed:

Name: _____ **Date of Birth:** _____

Please List All Previous Names You Have Been Known By:

(THE PREVIOUS NAMES ABOVE MUST BE LISTED ON YOUR FINGERPRINT CARD)

Phone: _____ **Social Security No.:** _____

Fingerprints will be processed by Arizona Livescan. Results from the background check will be forwarded to Mesa Police Department.

\$20.00 Prints Fee

PAYMENT WILL BE COLLECTED AT THE TIME OF SERVICE

NO APPOINTMENT NECESSARY
PHOTO ID REQUIRED

ARIZONA LIVESCAN
456 W. MAIN ST SUITE D
MESA, AZ 85201
(Just West of Country Club Drive on North side of Main St)
Tel (480) 284-8470
Mon - Friday 9:00 am – 6:00 pm

55 N. Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel
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